

## **18.0      PLAN UPDATE AND AMENDMENTS**

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Chapter 18 *Plan Update and Amendments* of the **Sedona Community Plan** is presented in the following sections:

- 18.1    Amending the Community Plan**
- 18.2    Specific Plan Preparation**
- 18.3    1998 Update/Amendment Process**
- 18.4    2001-2002 Update/Amendment Process**

## 18.1 AMENDING THE COMMUNITY PLAN

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The **Sedona Community Plan**, including the *Future Land Use Map*, constitutes a land use policy statement that was created based upon prevailing needs, the existing development pattern, underlying zoning classifications, considerations for man-made constraints, natural constraints and environmentally sensitive lands, opportunities for development and accepted planning practices. Over a period of time, any of these variables are subject to change. Consequently, the **Sedona Community Plan** must periodically be reviewed and amended if it is to remain effective.

Adoption of and amendments to the Plan are discussed in the following three categories: Comprehensive Plan Updates, Major Amendments and Minor Amendments.

### I. Comprehensive Plan Updates

A Comprehensive Plan Update includes the adoption of a new general plan or re-adoption of the **Sedona Community Plan** pursuant to ARS 9-461.06L.

The adoption of a new general plan or re-adoption of the **Sedona Community Plan** shall be approved by an affirmative vote of at least two thirds of the members of the Sedona City Council and ratified by the voters pursuant to ARS 9-461.6L. All Comprehensive Plan Updates are subject to the public participation procedures adopted by the City Council pursuant to ARS 9-461.06. Pursuant to ARS 9-461.06J, a comprehensive update of the Community Plan must be conducted and ratified by the citizens of Sedona at least once every ten years. However, changing conditions may warrant a Comprehensive update on a more frequent basis as determined by the City Council.

### II. Major Amendments

Pursuant to ARS 9-461.06G, a major amendment is defined as a “substantial alteration of the municipality’s land use mixture or balance as established in the municipality’s existing general plan land use element.” It is up to the municipality to develop the criteria that meet this definition. Since new statutory provisions regarding public participation are linked to major amendments and since the Sedona community has a history of providing significant public awareness and input opportunities, the City of Sedona seeks to provide these opportunities for several Plan Amendments scenarios. The community also places a very high value on open space and desires to limit future residential growth and commercial acreage to that generally provided for on the *Sedona Community Plan Future Land Use Map*. Proposed changes to these land use relationships must therefore be carefully considered relative to these community objectives.

A Major Amendment to the **Sedona Community Plan** is:

1. A change to the *Future Land Use Map* where:

- a. There is an increase in density beyond the density range of a specific *Residential* land use category depicted on the *Future Use Map* and the density allowed by current zoning.

EXAMPLES:

- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4 DU/AC). The City's Zoning Map designates the area for a maximum of 4 DU/AC. A project is proposed with a density of 6 DU/AC. REQUIRES a Major Amendment (and a zone change).
- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4 DU/AC). The City's Zoning Map designates the area for a maximum of 4 DU/AC. The City proposes a re-designation on the *Future Land Use Map* for a maximum density of 6 DU/AC. REQUIRES a Major Amendment.
- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 2 dwelling units per acre (2 DU/AC). The City's Zoning Map designates the area for a maximum of 12 DU/AC. A project is proposed with a density of 4 DU/AC. Plan Amendment NOT Required.
- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4 DU/AC). The City's Zoning Map designates the area for a maximum of 1 DU/AC. A project is proposed with a density of 4 DU/AC. Plan Amendment NOT Required (zone change is required).
- The Community Plan's *Future Land Use Map* designates an area as a Special Planning Area. The City's Zoning Map designates the area for a maximum of 2 dwelling units per acre (2 DU/AC). A residential project is proposed with a density of 4 DU/AC. In this case, a Plan Amendment MAY not be required, depending on whether the proposal addresses community or neighborhood needs and benefits described in the Special Planning Areas. (A zone change is required). Residential densities within Special Planning Areas must be within the range of densities in the other residential categories of the Community Plan. Within these ranges,

appropriate uses and densities are dependent on consistency with community needs, benefits and neighborhood compatibility. Proposed changes to residential densities are also evaluated relative to the City's projected buildout.

A Major Amendment to the **Sedona Community Plan** is:

A change to the *Future Land Use Map* where:

- b. There is a decrease in density outside the density range of a specific *Residential* land use category depicted on the *Future Land Use Map* and the density allowed by current zoning *if initiated by the City*.

EXAMPLES:

- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4 DU/AC). The City's Zoning Map designates the area for a maximum of 4 DU/AC. The City proposes a re-designation on the *Future Land Use Map* for a maximum of 2 DU/AC. REQUIRES a Major Amendment.
- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4DU/AC). The City's Zoning Map designates the area for a maximum of 4 DU/AC. A property owner in this area proposes a re-designation on the *Future Land Use Map* for a maximum of 2 DU/AC. Major Amendment NOT required.
- The Community Plan's *Future Land Use Map* designates an area for a maximum residential density of 4 dwelling units per acre (4 DU/AC). The City's Zoning Map designates the area for a maximum of 2 DU/AC. The City proposes a re-designation on the *Future Land Use Map* for a maximum 2 DU/AC. Major Amendment NOT required.

A Major Amendment to the **Sedona Community Plan** is:

A change to the *Future Land Use Map* where:

c. There is a change in a land use designation from:

|                        |    |  |
|------------------------|----|--|
| Residential            | to | Commercial<br>Commercial and Lodging<br>Public/Semi-public<br>Special Planning Area<br>Planned Area  |
| Public/Semi-Public     | to | Residential<br>Commercial<br>Commercial and Lodging<br>Special Planning Area<br>Planned Area   |
| Special Planning Area  | to | Commercial<br>Commercial and Lodging<br>Residential, <i>if initiated by City</i>   |
| Commercial             | to | Commercial and Lodging, <i>if not supported by the locational criteria for lodging uses described in the Plan.</i><br>Special Planning Area, <i>if initiated by City.</i><br>Residential, <i>if initiated by City.</i> |
| Commercial and Lodging | to | Special Planning Area, <i>if initiated by City</i><br>Residential, <i>if initiated by City</i>   |
| Parks/Open Space       | to | Any other land use designation.  |

Consideration may be given to adjustments to Special Planning Area boundaries under specific conditions (See Section 5.2.2F.). In these cases, a Plan Amendment to the Future Land Use Map is not required.

- d. A new land use category is applied to the Map.
2. A modification to the text of the **Sedona Community Plan** that proposes a higher or lower residential density within the Residential land use categories or a more intensive or less intensive use in any land use category beyond that currently specified.

EXAMPLES:

- A proposed amendment to the Single-family Low Density category that changes the density range from a maximum of 2 dwelling units per acre (2 DU/AC) to 3 DU/AC. REQUIRES a Major Amendment.
  - A proposed use within a Special Planning Area land use category that is inconsistent with the needs and benefits of the area REQUIRES a Major Amendment. Land uses and densities within this category must be within the range of land uses and densities in the residential and other land use categories of Section 5.2.2. of the *Land Use* Element. Within these ranges, appropriate uses and densities are dependent upon consistency with community needs, benefits and neighborhood compatibility.
  - A proposed amendment to the Single-family Medium Density category that changes the density range from a maximum of 4 dwelling units per acre to 3 dwelling units per acre REQUIRES a Major Amendment.
3. The addition of new or substantial changes to goals, objectives and recommendations.
  4. The addition of a new land use category in the text of the Plan.

Major Amendments to the **Sedona Community Plan** may be initiated by the City or requested by the private sector and will be considered once each year pursuant to ARS 9-461.06G. Major Amendments applications must be submitted within the same calendar year they are considered and must be considered at a single public hearing. A Major Amendment shall be approved by an affirmative vote of at least two thirds of the members of the City Council. Major Amendments are subject to the public participation procedures adopted by the City Council pursuant to ARS 9-461.06. Major Amendments will be evaluated according to the Findings of Fact provided in this Section.

### III. Minor Amendments

All amendments to the **Sedona Community Plan** that are not defined as “Comprehensive Plan Updates” or “Major Amendments” are considered Minor Amendments. Minor amendments may be considered and approved at any time by an affirmative vote of at least two thirds of the members of the City Council. Examples may include:

1. Amendments resulting from yearly monitoring of the Plan.
2. A decrease in residential density from that depicted on the *Future Land Use Map* where the decrease is consistent with the zoning designation.
3. A change in a land use designation from:

|                        |    |   |
|------------------------|----|---|
| Residential            | to | Parks/Open Space  |
| Public/Semi-Public     | to | Parks/Open Space  |
| Special Planning Area  | to | Public/Semi-Public<br>Residential, <i>if initiated by property owner</i><br>Parks/Open Space  |
| Commercial             | to | Commercial and Lodging<br><i>If supported by Community Plan location criteria</i><br>Special Planning Area<br><i>If initiated by property owner</i><br>Residential, <i>if initiated by property owner</i><br>Parks/Open Space |
| Commercial and Lodging | to | Special Planning Area<br><i>If initiated by property owner</i><br>Residential, <i>if initiated by property owner</i><br>Parks/Open Space  |

Minor Amendments are subject to the public participation procedures adopted by the City Council pursuant to ARS 9-461.06.

## **IV. Yearly Review**

The City should conduct a yearly monitoring review of the Plan to evaluate:

- Growth conditions as discussed in the *Land Use* and *Growth Area* elements
- Specific actions described in the Community Plan Elements
- Housekeeping changes and clerical corrections
- Other Minor Amendments

In Conjunction with this review, the *Future Land Use Map* may be periodically updated to reflect additional application of the Commercial and Lodging designations where new development has occurred consistent with the Community Plan.

## **V. Findings of Fact**

The Findings of Fact to be considered in approving a Major or Minor amendment to the Plan may include, but are not limited to:

- That the request is supported by the Community Plan when all visions, goals, objectives, policies, and other recommendations are comprehensively evaluated.
- That the amendment is not detrimental to the City as a whole.

In all cases it shall be the burden of the party requesting the amendment to prove that the request is consistent with or supported by the current Plan provisions, or alternatively, is an improvement to the Community Plan.

## **VI. Application Process**

Requests by the private sector to amend the **Sedona Community Plan** shall be made in the office of the Department of Community Development on an application form provided. The Plan Amendment application shall be signed by the real property owner(s) in the area to be included in the application, or an authorized agent for all the property owner(s).

All Plan Amendment applications shall first be submitted to the Planning and Zoning Commission. The Commission shall hold a public hearing concerning the proposed amendment, at which interested parties and citizens shall have an opportunity to be heard. The Commission shall transmit its recommendation to the City Council. The Council shall then hold a public hearing concerning the proposed amendment and approve or deny the proposal. All Plan amendment applications are subject to the public participation procedures adopted by the City Council pursuant to ARS 9-461.06.



## 18.2 SPECIFIC PLAN PREPARATION

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The Department of Community Development, the Planning and Zoning Commission, the City Council, or any combination thereof, may prepare specific plans based on the **Sedona Community Plan** and may recommend such plans to the City Council for adoption.

The basis for the preparation of the Specific Plans includes the following factors:

- Development potential for new or expanded economic activities (including commercial areas, employment areas and mixed use districts)
- Development and/or revitalization of unique character districts (e.g. Uptown/Gallery District)
- Special site characteristics (i.e., historic, recreational, natural resources)
- Rapid growth or economic change
- Other extenuating circumstances

Specific Plans may, in addition to recommending zoning ordinances and subdivision regulations, include:

- Regulations determining the location of buildings and other improvements with respect to existing rights-of-way, floodplains and public facilities;
- Regulations of the use of land, buildings and structures, the height and bulk of buildings and structures and the open spaces around buildings and structures;
- Street and highway naming and numbering;
- A plan and regulations determining the location of infrastructure service area boundaries, consistent with the growth areas element of the general plan, beyond which the municipality may limit or prescribe conditions on publicly financed extensions of water, sewer and street improvements that are necessary to service needs generated by new development.
- Measures required to insure the execution of the **Sedona Community Plan**;
- Other matters which will accomplish the purposes of this section and the **Sedona Community Plan**, including procedures for the administration of such regulations.

Specific Plans may be considered by the Planning and Zoning Commission and City Council at any time and are not subject to the same review time period for Plan Amendments established in Section 1.3. The City may adopt Specific Plans as provided by State Statutes (ARS 9-461.08).

## 18.3 1998 UPDATE/AMENDMENT PROCESS

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The **Sedona Community Plan** was originally adopted in November 1991, based on prevailing needs, existing development patterns, zoning and opportunities and constraints evaluated during 1990 and 1991. As discussed in the preceding section, conditions, needs and other variables can and do change over time. Consequently, the Community Plan must be periodically reviewed and amended to remain effective. In January 1997, the Sedona City Council initiated the process for the first major update/amendment of the Plan since its adoption. On June 8, 1998 the City Council adopted this amendment.

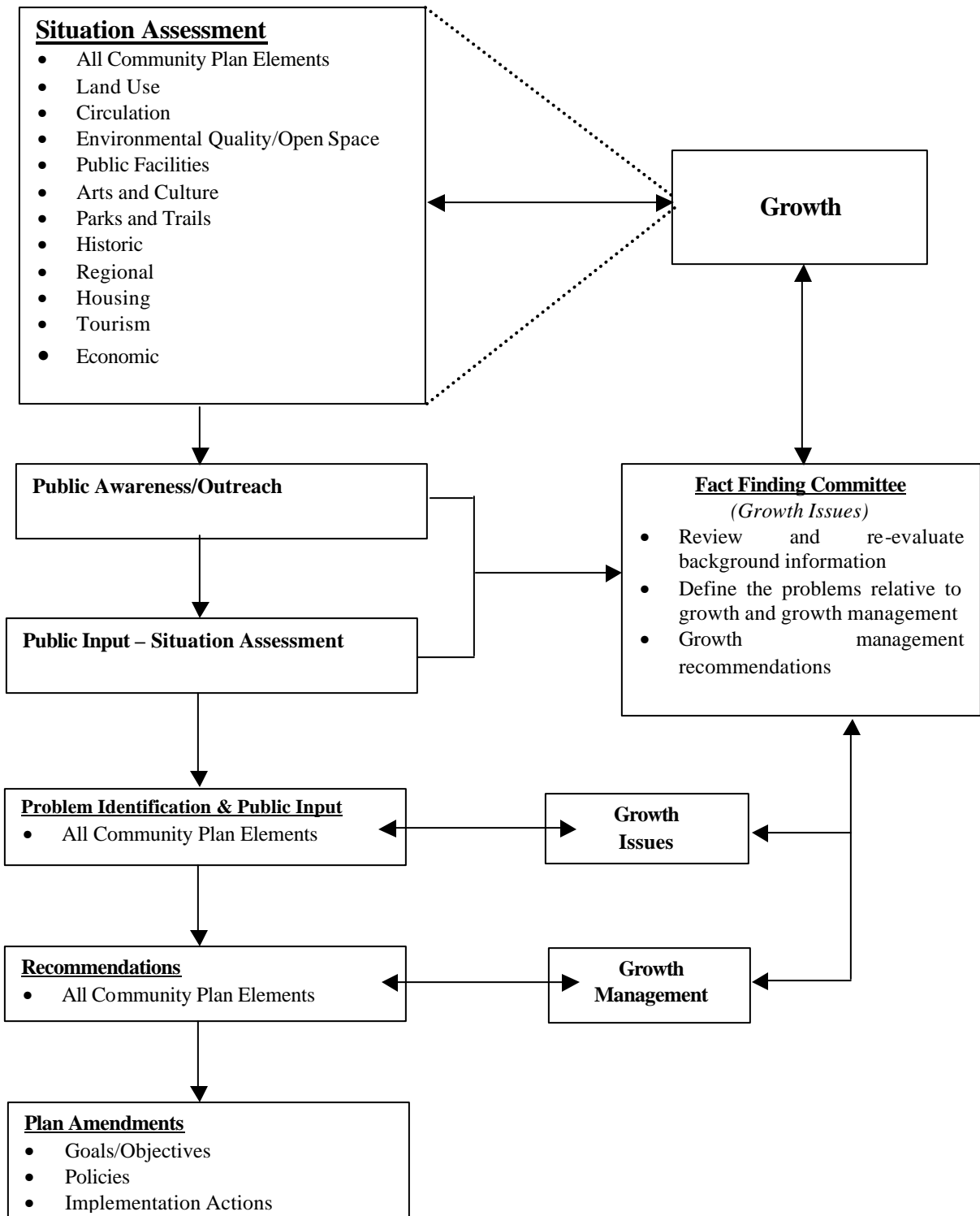
- **GROWTH ADVISORY COMMITTEE**

A significant number of Sedona's citizens believe that growth is a critical issue facing the community. To address this issue in a thorough, factual and objective manner, the City Council appointed an 11-member Advisory Committee comprised of nine citizens, one Planning and Zoning Commissioner and one City Council member to evaluate and make recommendations regarding growth management for the community.

This "Growth Advisory Committee" and their work program became the most critical component of the 1998 Community Plan update process.

From February 19, 1997, through January 29, 1998, the Committee conducted 23 working meetings, open to the public and providing opportunities for public comment. The Committee also developed a fact sheet, an issues sheet and held four special public input hearings and supermarket interviews. Their final report and recommendations were presented to the City Council and Planning and Zoning Commission on February 24, 1998. This report appears in the Appendix (*Section 19.1*).

## Process to Address Community Growth Issues



**OTHER RESOURCES:** In conjunction with the work of the Growth Advisory Committee, the 1998 update of the Community Plan also relied on many other resources and public input opportunities since the adoption of the Plan in November, 1991. Some of the more significant include:

- *Uptown/Creek Area Plan* - Phase One, 1992 - 1994, (Design Group Architects) This specific planning effort employed a variety of public participation opportunities, including awareness walks, workshops, public meetings and surveys
- *West Sedona Commercial Corridor Study* - Phase One (1993-1995) (Charlie Knoblock, Jim Sullivan, Steve Thompson). This specific planning effort involved an Advisory Committee comprised of local architectural, planning, engineering and other firms, Sedona Business Association, Northern Arizona Council of Governments, Arizona Dept. Of Transportation, Fire District and City representatives to provide conceptual recommendations for the west Sedona area. In addition to regular open meetings, several community workshops were also conducted.
- *Sedona Highway Corridor Assessment* - Adopted, May 1997 (CH2MHill) This specific planning effort evaluated circulation concepts from the Uptown/Creek Area Plan and West Sedona Commercial Corridor Study from an engineering perspective, resulting in circulation recommendations for the highway corridors. This assessment included an update to the Sedona Traffic model and an Origin-Destination Study.
- *West Sedona North/South Off-Highway Circulation Study* (November 1997-CH2MHill) provides off-highway circulation recommendations. A total of 24 meetings were conducted with several neighborhoods in west Sedona.
- *Sedona Focused Future Strategic Plan for Economic Development* - 1995 (Partners for Strategic Action/Arizona Public Service) represents a concerted community effort to develop strategies for diversifying the local economy. An Action Team of local citizens and City Council representation produced the Plan in conjunction with Partners for Strategic Action with funding by Arizona Public Service.
- *Sedona Main Street Program* - In 1996, Sedona Main Street was formed as part of the Federal Main Street Program. Sedona Main Street is instrumental in updating, preparing and implementing planning recommendations for the Uptown area.
- *Coconino National Forest Plan* update for the Sedona Ranger District. Discussed in more detail in the Regional Coordination and Land Use/Growth Management sections of the Community Plan. Final action is expected in 1998, on a new approach toward managing the National Forest in and around Sedona. Provided an extensive public input process.
- *Town Hall Meetings - Flexible Capital Budget* (Capital Improvements Program)- February and May 1997. Provided public input opportunities for capital improvements priorities and an opportunity to “test” the existing Sedona Community Plan Vision in an additional series of supermarket interviews.

## 18.4 2001-2002 UPDATE/AMENDMENT PROCESS

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The Growing Smarter Act, passed in August 1998, represents several changes to State Statutes that are intended to provide local governments with more opportunities to manage growth than had previously existed. Several of these changes include new requirements for the Community Plan's Elements and include new Plan adoption requirements. The deadline for compliance with these changes is December 31, 2002. One of the elements of the Growing Smarter Act was the creation of a 15-member Growing Smarter Commission to address additional growth-related issues. In September 1999, the Governor's Growing Smarter Commission submitted a report that recommended additional changes to the Growing Smarter Act. The Growing Smarter Commission Report recommendations were considered by the legislature in their passing of the "Growing Smarter Plus" in February 2000. In addition to other changes, "Growing Smarter Plus" now requires voter ratification of the Community Plan, once updated and adopted by City Council.

Pursuant to ARS 9-461.06B, the City "shall adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality. The procedures shall provide for:

- The broad dissemination of proposals and alternatives.
- The opportunity for written comment.
- Public hearings after effective notice.
- Open discussions, communications programs and information services.
- Consideration of public comments.

Public participation is and has always been vitally important to Sedona's Citizens and many different methods for public awareness and public input have been employed in the Community planning process since 1989. Although public participation has now been formalized, through adoption of public participation procedures in March 2001, (see *Appendix*) many of the techniques have been used in past planning efforts, reflecting the City's on-going commitment to ensure that community input is used effectively in City decisions regarding the Community Plan.

In January, 2001, the Sedona City Council initiated the 2001-2002 update of the Sedona Community Plan in compliance with "Growing Smarter". The City implemented a 3-phase approach in this update and re-adopt of the Plan:

1. Situation Assessment and Issue Identification
2. Plan Alternatives and Recommendations
3. Public Hearings and Plan Adoption Process
4. An Outline of the process and description of the public participation efforts appears below:

## **Public Information/Participation Highlights**

### **1. PHASE I SITUATION ASSESSMENT/ISSUE IDENTIFICATION: February – October 2001**

#### **January/February**

- Two major (paid) newspaper ads regarding the Plan Update Process/Discussion of issues on how to stay informed and how to comment (“City Link”)
- Community Plan Update website established (updated throughout the planning process)

#### **March**

- Meetings with community organizations (2)
- Newsletter mailed city-wide (newsletters attached) announces upcoming meetings
- Community Plan Exhibits established at three locations in the City. Comment cards and drop boxes available at exhibit locations. Exhibit is changed throughout process

#### **April**

- Meetings with community organizations (4)
- Public notice for meetings (newspaper)
- Three community meetings in 3 different locations/times
- Newspaper articles (3)

#### **May**

- Meetings with community organizations (1)
- Radio program
- Three focus group meetings
- Coordination with USFS, utility companies, schools and other agencies on Plan issues

#### **June**

- Planning questionnaire to prioritize key issues (full page in newspaper)
- Newspaper/drop off and on website
- Notice in newspaper for community meeting
- One community meeting
- Meeting with community organizations (2)

#### **July/August**

- Radio program
- Publish questionnaire results / Newspaper (major article)

#### **September/October**

- Consolidation of issues/finalize current conditions analysis
- Newspaper article announcing November community meeting (2)
- Newsletter mailed city-wide (included)
- Notified agencies/utilities

**2. PHASE II PLAN ALTERNATIVES AND RECOMMENDATIONS:  
November 2001 – March 2002**

**November/December**

- Community meeting – Priority Issues and Needs
- Newspaper Article
- Coordination with water companies on Plan issues

**January**

- Draft preliminary recommendations available for public review at exhibit locations and website
- Newsletter mailed city-wide – announces upcoming meeting dates (included here)
- Newspaper article regarding recommendations
- Letter to regional and local entities and agencies and utilities regarding preliminary recommendations

**February**

- Public notice – meetings
- Three community meetings - three different locations and times
- Letter mailed to property owners that could be effected by Plan changes
- Begin assessment of Public Input
- Joint Planning and Zoning Commission/City Council worksession
- Meetings with community organizations (2)

**March**

- Draft Plan preparation
- City-wide newsletter
- Distribution of Draft Plan to Planning and Zoning Commission/City Council and reviewing agencies. Letters to regional/local entities and agencies.
- Notice of public hearings (Planning and Zoning Commission)
- Letters mailed to property owners
- Planning and Zoning Commission/City Council worksessions

**3. PHASE III: PUBLIC HEARINGS AND PLAN ADOPTION:  
April – December 2002**

**April**

- Radio Program (Draft Plan/Public Hearing Announcements)
- Newspaper Article & Public Hearing Announcements
- Notice of public hearings (Planning and Zoning Commission)
- Planning and Zoning Commission Public Hearings (April 2, 3, 11, 16, 18)

**May**

- Notices of public hearings (Planning and Zoning Commission)
- Newspaper Article
- Planning and Zoning Commission Public Hearings (May 16, 21)
- Planning and Zoning Commission Worksession (May 30)

**June**

- Planning and Zoning Commission Public Hearings –Final Recommendation (June 4)
- Newspaper Article
- City-wide Newsletter
- Letters mailed to property owners
- Notices of Public Hearings (City Council)
- City Council Public Hearing (June 11, 24)
- City Council Worksessions (June 25)

**July**

- City Council Public Hearing (July 9)
- Newspaper Articles
- Radio Program

**August**

- Neighborhood Meeting
- City Council Meeting (August 13)
- City Council Worksession (August 14)
- Revised Draft Plan available for public review at exhibit locations/website

**September**

- Notices of Public Hearings (City Council)
- Newspaper Articles
- City Council Worksession (September 17)
- City Council Public Hearing (September 24)

**October**

- City Council Worksessions (October 9, 22, 23)
- Notices of Public Hearing (City Council)



**November**

- Revised Draft Plan available for public review at exhibit locations/website
- Newspaper Articles
- Letters mailed to property owners
- City Council Public Hearings (November 12, 13)
- City Council/Planning and Zoning Commission Worksession (November 26)
- Notice of Public Hearing

**December**

- City Council Public Hearing – Community Plan Adopted (December 10)

## **MARCH 2001 COMMUNITY NEWSLETTER**

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## **OCTOBER 2001 COMMUNITY NEWSLETTER**

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## **JANUARY 2002 COMMUNITY NEWSLETTER**

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## **MARCH 2002 COMMUNITY NEWSLETTER**

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## **JUNE 2002 COMMUNITY NEWSLETTER**

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